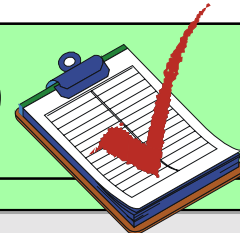


CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

April 30, 2002

NEWS BRIEFS

USE OF CHS FACILITIES

The Finance & Administration Cabinet's Department of Facilities Management has procedures when vendors or agencies from outside the Human Resources complex need to setup displays or to conduct meetings including those located in the CHS conference rooms and common spaces.

CHS agencies in the complex should complete the Application To Use Commonwealth Facilities form if displays are to be setup, including health screening in the lobby, or if additional services are needed such as extra security for public meetings.

The form can be obtained from John Mynhier or Steve Yount (564-2640).



TIP OF THE WEEK

May is Women's Health Month. On May 1, the CHS Office of Women's Physical and Mental Health issued a report on the status of health among Kentucky women in a ceremony with Gov. and Mrs. Patton.

For a listing of other events related to Women's Health Month, go to: <http://chs.state.ky.us/womenshealth/>

Click the link for meetings and events.

New CHS Password Policy

A new password policy goes into effect April 30 for CHS employees in the Human Resources Complex to provide a more secure computer network. (Medicaid Services staff will be changing their policy at a later date).

All CHS staff in the complex have been emailed the policy along with guidelines on how to change your password. Here are the highlights of the policy:

1. **Maximum Password Age** will be 31 days. This means that the network will require each user to change their password at least every 31 days. At the appropriate time, the network will warn you that your password is about to expire or has expired and will require you to enter a new password.
2. **Minimum password age** will be 1 day. This means that your password must be at least one day old before the network will allow you to change it.
3. **Password length** must be at least 8 characters and no more than 14.
4. **Passwords must be alphanumeric and/or contain special characters.** This means that all passwords must contain at least three of the following four options:
 - Upper Case Letters (A, B, C...Z)
 - Lower Case Letters (a, b, c...z)
 - Numerals (0, 1, 2, ... 9)
 - Non-alphanumeric (special) characters (=, +, ?, !, @, #, etc...).



For a password to comply with this standard, a minimum of one character from three of the four options listed above must be included in the password. For example, both ABC123de and @275emainst would be valid passwords under the new policy.

1. Passwords must be unique. Your new password cannot be the same as any of your last eight passwords.

2. Strong passwords will be enforced. This means

that passwords may not contain your e-mail name or any part of your full name.

3. Account Lockout will occur after 3 unsuccessful logon attempts. This means that if an incorrect password is entered three times consecutively, your network user account will be locked.

4. User Validation. Before a network administrator will reset your password, the network administrator will take certain steps to validate that the request to reset the password is legitimate and is authorized.

Please direct questions to Technology Resource Management Branch at (502) 564-7510 or e-mail at CHS Service Request.



"...promoting and safeguarding the health and wellness of all Kentuckians."

WSH Director Serves on Board of Southern States Psychiatric Hospital Association

Western State Hospital Director Steve Wiggins has been elected to serve as secretary on the board of the newly created Southern States Psychiatric Hospital Association. The board is comprised of 12 members from Kentucky, Tennessee, Georgia, Texas, Virginia, West Virginia, Alabama, Louisiana, Mississippi, North Carolina, South Carolina and Florida.

The association was established with assistance from the National Association of State Mental Health Program Directors. It will assist member state hospitals with their mental health system mission by addressing issues involving treatment, administration, standards and systems. It also provides an opportunity for members to share information and tackle common issues. ✓

KEAP Offers Screenings

The Personnel Cabinet wants employees to know about one component of its employee benefits package. The Kentucky Employee Assistance Program has made available on-line screenings for depression and alcohol abuse. Depression and alcohol abuse can decrease an employee's quality of life, and the first step to help is awareness. The Cabinet invites employees to try the screenings. Go to www.mentalhealthscreening.org/screening/login.asp The keyword is

Kentucky.

The screenings are also available via a toll-free phone number. The toll-free number for the screenings is 1-877-769-5040.

The Kentucky Employee Assistance Program continues to provide state government employees and their dependents with assessment and referral services for all personal problems. The Kentucky Employee Assistance Program can be reached at (502) 564-5788 or 1-800-445-5327. ✓

CHS Bookstore Notes

Samuel B. Gregorio, Director of the Laboratory Services, is a self taught artist who has interests in painting, woodworking, and writing poems and songs. His paintings have been exhibited in the Philippines, Hawaii, and Lexington, Ky.

Gregorio's paintings will be on display in the Barnes & Noble Cafe in May. There will also be a reception on Thursday, May 2nd at 7 p.m.

And Gwen Mayes, executive director of the Office of Women's Physical and Mental Health, will be at Hawley Cooke on Shelbyville Road in Louisville on May 14 from 7-8 p.m. to discuss women's books as part of Women's Health Awareness Month. ✓

**HIPAA
HOOPS**



**DID
YOU
KNOW...**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) required Congress to pass privacy legislation within three years or default to regulations passed by the Secretary of the Department of Health and Human Services (HHS). Congress failed to pass legislation and thus we have HIPAA privacy regulations. HIPAA regulations do not preempt state laws that are more stringent. Therefore, a health care

provider, health plan, or clearinghouse, identified as a covered entity, may have to operate under at least two sets of laws; HIPAA regulations and the privacy laws of their state.

HIPAA required HHS to develop privacy principles that include **boundaries for use, security, consumer control, accountability, and public responsibility**. These principles establish a context for understanding the privacy regulations. Most covered entities must comply by **April 14, 2003**.

Proposed changes to the privacy rule were published in the Federal Register

in March. According to HHS, the proposed modifications are "designed to ensure that protections for patient privacy are implemented in a manner that maximizes the effectiveness of such protections while not compromising either the availability or the quality of medical care." To learn more about the regulation and proposed changes, visit <http://www.hhs.gov/ocr/hipaa/>. To learn more about the administrative simplification provisions of HIPAA and view the regulation, visit <http://aspe.hhs.gov/admsimp/>.

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